

Case Study Guidelines

Please use the following guidelines to prepare your case study. the case study should be no longer than four pages, so keep your information clear and concise. Please number your information as it is seen here. You do not need to lay out your information as we will put it in the case study format for you.

Acceptable formats include legible handwritten copies, e-mailed versions, and Word Perfect (up to 5.1) or Microsoft Word (up to 6.1) documents on a 3½" disk for PC. If you don't have access to this software, save the document as a DOS text file.

The following categories should be included as part of your case study.

1. Title	A sentence which highlights the process, waste tips, or waste reduction technique. Example: <i>"Replacing CFCs with Aqueous Cleaners."</i>
2. Standard Industrial Classification (SIC)	Provide the four digit SIC code that best describes your industry. If your company is diversified you may list more than one title and include the corresponding SIC code. <i>Note: this does not mean you are required to do a case study for each title and corresponding SIC code.</i>
3. Type of Waste	Provide a description of the waste stream targeted by the pollution prevention technique. include the chemical name or trademark of source material and the physical state of the waste (i.e. solid, liquid, gas, or sludge).
4. Strategy	Provide a brief description of the pollution prevention technique adopted. refer to the Recognition Program Fact Sheet for a description of these techniques.
5. Company Background	Give a brief history of the company, number of employees, basic type of manufacturing involved, management style, etc.
6. Original Process	Describe the relevant original manufacturing process and the area of the plant to which the pollution prevention technique applies.
7. Motivation	Describe the incentives or goals behind the decision to make the pollution prevention changes. Some examples are: <ul style="list-style-type: none">• economic benefits.• improved public relations.• reduced liabilities.• changes in regulatory compliance.• worker health and safety.
8. Pollution Prevention Process	Describe changes in the process resulting from the pollution prevention technique. This includes a description of both positive and negative effects on:

	<ul style="list-style-type: none"> the products or production rates. new or existing waste stream generation and composition. new or existing raw materials and consumptive rates. energy usage. operating procedures. 																
9. Stage of Development	Is the pollution prevention technique in full use, pilot stage, or testing only?																
10. Level of Commercialization	Was this process or material readily available or was it designed for your facility? Is it available for other businesses to use now?																
11. Obstacles	Describe any regulatory barriers, technical constraints, or other barriers that arose during implementation of the pollution prevention technique.																
12. Material/Energy Balance	<p>Tabulate measurable changes prior to and resulting from the pollution prevention technique. Include information for each waste stream or product utilizing the table format below. Designate "n/a" when information is not available. Please include quantities of waste, or reductions/increases with percentages, for all categories in the original and pollution prevention process using a constant relation to time (e.g. lbs./month).</p> <table border="1"> <thead> <tr> <th></th><th>Description</th><th>Old Process</th><th>New Process</th></tr> </thead> <tbody> <tr> <td>Feedstock</td><td></td><td></td><td></td></tr> <tr> <td>Energy</td><td></td><td></td><td></td></tr> <tr> <td>Waste/Disposal</td><td></td><td></td><td></td></tr> </tbody> </table>		Description	Old Process	New Process	Feedstock				Energy				Waste/Disposal			
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13. Economics	<p>a. <i>Capital Costs</i> Provide a summary of all capital costs and a detailed description of the purchased item(s) or service. Include specifications (i.e. number, size, capacity, etc.) for each item used. (See Table A below)</p> <p>b. <i>Operational and Maintenance Costs</i> Describe any changes in operation and maintenance costs (per month or year) and change in personnel or hours required. (See Table B below)</p> <p>c. <i>Payback Period</i> Calculate the approximate payback period for the particular pollution prevention technology used in the case study (total investment/net saving/year or month).</p>																
14. Benefits	Describe the beneficial effects achieved by implementing																

	<p>the pollution prevention technique on the wastes, products, or production rates after implementing the new technology. Include any changes in:</p> <ul style="list-style-type: none"> • products or production rates resulting from the application. • new or existing waste stream generation and composition. • new or existing raw materials and consumption rates. • energy usage. • operating procedures.
15. Technology Transfer	Describe how this technology may be applied to similar processes and indicate whether or not additional information is available.
16. Other Environmental Programs	Summarize any additional or future environmental initiatives at the facility not addressed in this case study.
17. Company Address	Please provide the full mailing address of the facility.
18. Contact person	List the person(s) in your organization who can be contacted for further information regarding this case study. List the name, title, phone number, fax number, and e-mail address, is available, for each contact.

Table A - Capital Costs

Capital Costs	Description	Cost
New Equipment		
Equipment Disposal/Scrap		
Installation/Site Prep		
R&D Engineering; Start Up Training		
Initial Permits		
Space Needs (saving)		
Utility Connections		
Total Capital Costs: _____		

Table B - Operating Costs

Operating Costs	Description	Cost Old Process	Costs New Process	Cost/Savings
Materials/Supplies				
Labor (process operations; time spent ordering/receiving supplies)				
Maintenance (labor &				

materials)				
On-going Safety & Equipment Training				
Permits/Licenses				
Paperwork				
Environmental fees				
Insurance				
Waste Handling (labor & fees)				
Utilities				
Total Operating Costs/Savings: _____				

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